*September 15, 2013*

***TO WHOMSOEVER IT MAY CONCERN***

This to certify that Mr Narayan is working with us since 01.01.2012 and now he is promoted as a General Manager (Finance), posted at Delhi.

During his tenure, we found him to be honest, sincere, hard working & creative.

We wish him all success in his future life.

For ABC CORPORATION LTD,

AUTHORISED SIGNATORY

*September 15, 2013*

**TO WHOM IT MAY CONCERN**

This is to certify that the annual emoluments of Mr Narayana, General Manager (Finance) are as mentioned below :

|  |  |  |
| --- | --- | --- |
| ***Particulars*** | ***Amount(Rs)***  ***Monthly*** | ***Amount(Rs)***  ***Yearly*** |
| *Basic Salary* | *19,750.00* | *237,000.00* |
| *House Rent Allowance* | *5,925.00* | *71,100.00* |
| *Conveyance Allowance* | *2,000.00* | *24,000.00* |
| *Tiffin* | *800.00* | *9,600.00* |
| *Books & periodicals* | *400.00* | *4,800.00* |
| *Special Allowance* | *1,550.00* | *18,600.00* |
| *Employer’s contribution to PF* | *2,370.00* | *28,440.00* |
| *Leave Travel Allowance* | *1,646.00* | *19,752.00* |
| *Bonus* | *1,645.00* | *19,740.00* |
| *Medical reimbursement* | *1,646.00* | *19,752.00* |
| *Exgratia* | *822.00* | *9,864.00* |
| *Gratuity* | *950.00* | *11,400.00* |
| *Fuel* | *3,386.00* | *40,626.00* |
| *Telephone reimbursement* | *1,000.00* | *12,000.00* |
| *Total* | *43,890.00* | *526,674.00* |

*For VINAYAK CORPORATION LTD.*

AUTHORISED SIGNATORY